



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON DC 20350-2000

OPNAVINST 4441.13C
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OPNAV INSTRUCTION 4441.13C

From: Chief of Naval Operations

Subj: APPROVAL AND FUNDING FOR SHORE-BASED RETAIL ALLOWANCES

Ref: (a) OPNAVINST 4000.57H
(b) OPNAVINST 4441.12D

1. Purpose. To issue policy guidance on the various shore-based retail allowances and the spare parts and funding requirements associated with each. Major revisions to this draft focus on policy for special projects, and updated responsibility for configuration data management. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 4441.13B.

3. Applicability. This instruction applies to all Navy shore activities and Marine Corps air stations with the exception of Trident activities governed by reference (a); Navy working capital fund (NWCF)-depot maintenance activities; and activities funded by military construction supervision, inspection, and overhead.

4. Background

a. Shore-based allowances provide retail level inventory in support of a wide range of Navy operational, industrial, and training activities. These allowances provide fixed or variable protection levels and are published by Naval Supply Systems Command (NAVSUPSYSCOM) Weapon Systems Support (WSS) (NAVSUP WSS).

b. In the past, some shore activities developed their own allowance lists based on subjective criteria and requisitioned the associated spare parts with user operating funds. In many cases, the supply support provided by the unofficial allowances resulted in the unplanned and unprogrammed drawdown of supply system inventory which was procured for other purposes, such as the re-supply of deployed fleet units. This instruction is issued to prevent this type of situation, as well as provide a comprehensive framework for the establishment and maintenance of shore-based allowances.

5. Policy

a. The shore-based retail allowances listed in subparagraphs 5a and 5b are authorized per reference (b):

(1) Shore-Based Aviation Consolidated Allowance List (SHORCAL). A consolidated listing of components, repair parts, consumable items, depot-level repairable (DLR), and field level repairable (FLR) items required to support planned operational and maintenance missions at designated naval and Marine Corps air stations.

(2) Special Projects. A consolidated listing of components, repair parts, consumable items, and DLR and FLR items required to support planned operational and maintenance missions. These spare parts listings will change with new equipment being installed, modernizations to currently installed equipment, ship class population increases, and demand changes. Special projects could use a mix of NWCF; shipbuilding and conversion, Navy; and other procurement, Navy funding. Naval Sea Systems Command Acquisition and Commonality Logistics Code will serve as the budget submitting office (BSO) for maritime projects requiring shipbuilding and conversion, Navy and other procurement, Navy range or depth increases to inventory. Initial outfitting will be funded with appropriated funds (e.g., shipbuilding and conversion, Navy or other procurement, Navy) and replenishment will occur via NWCF. For projects that are a re-distribution of wholesale inventory, NWCF will be used.

(a) Requests for establishment of new shore-based retail allowances are submitted to NAVSUPSYSCOM detailing the background and circumstances necessitating the request, and providing rationale and justification to warrant approval.

(b) Requests should identify, at a minimum, how they will be funded and an explanation as to why standard supply chain procedures are insufficient to support the program.

(3) Ashore Tender Load List (TLL). TLL supplements the surface ship and submarine allowances. TLL products may include special projects, which provide tailored supply management for specific activities, ships, or weapon systems for a defined geographical area (e.g., fleet concentration areas outside the continental United States) or a specific customer group. When necessary, NAVSUP WSS coordinates special project requirements with applicable activities.

(4) Coordinated Shipboard Allowance List (COSAL) for Shore-Based Activities. A consolidated listing of components, repair parts, consumable items, DLR, and FLR items required to support the organizational-level maintenance of the equipment authorized for a shore activity. Additionally, it provides allowances to intermediate-level maintenance activities to support their corrective and planned maintenance missions. These spare parts also support new equipment being installed or the retrofit improvement of currently installed equipment.

(a) COSALs for shore-based activities will specify spare parts support for ordnance, electronics, hull, and mechanical and electrical equipment for which allowance parts lists and allowance equiptage lists have been established. This indicates that the equipment has been provisioned for Navy support.

(b) All systems and equipment maintained in the configuration data manager database-open architecture, and Navy Enterprise Resource Planning databases, or assigned to a specific shore activity will be supported by that activity's COSAL for shore-based activities. This includes systems and equipment at intermediate-level maintenance activities, such as regional maintenance centers utilized in support of assigned units.

(c) Office machines, personal computers, other commercial off-the-shelf equipment, and commercially supported equipment will not be included in a COSAL for shore-based activities.

(d) Establishment or modification of a COSAL for shore-based activities is prohibited without the approval of Commander, NAVSUPSYSCOM. BSOs are authorized to request new shore-based retail allowances and will ensure the funds to requisition the inventory are available.

(e) Navy cognizance material designated for initial COSAL product support to shore-based activities will process requisitions using deferred requisitioning procedures, which provide for the central processing of funded requisitions by NAVSUP WSS, similar to the methodology used for planned program requirements.

(f) If the activity holding the shore-based retail allowance performs NWCF accounting, the associated spare parts must be capitalized into the NWCF inventory once the supported equipment reaches its material support date (MSD). Accounting for this material will utilize NWCF procedures.

b. Funding

(1) SHORCAL. SHORCAL initial outfitting is funded with appropriated funds.

(2) Ashore TLL. Generally, ashore TLL allowances are funded via the NWCF, specifically:

(a) Material from Defense Logistics Agency, General Services Administration, and other Services, is funded and managed under the NWCF Budget Project-28.

(b) NAVSUP WSS Mechanicsburg-managed DLRs and FLRs are funded under NWCF Budget Project-81.

(c) Ashore TLL may include special projects, such as forward positioning using incremental readiness based sparing, which is funded using designated spares appropriated accounts.

(3) COSAL for Shore-Based Activities

(a) Initial Allowancing. Initial establishment of an activity's COSAL for shore-based activities requires early coordination to ensure funding is available for the associated spare parts requirements. The requirement must first be validated by Office of the Chief of Naval Operations Spares Program and Policy Branch (OPNAV N412) through the baseline assessment memorandum process, programmed in the program objective memorandum (POM) process by the Office of the Chief of Naval Operations (OPNAV) resource sponsor, budgeted by the BSO, and funded by congressional appropriation. Programmed funds will come from the spares appropriated accounts. Funding is dependent on individual weapon system planning and programming.

1. If the equipment supported by a new COSAL for shore-based activities has not reached its MSD, the associated spare parts must be funded by the Hardware Systems Command initial spares appropriated accounts.

2. If the equipment's MSD has passed, the NWCF will be utilized to buy-in the spare parts listed in the new COSAL for shore-based activities. This material will be bought-out by the spares appropriated accounts (e.g., other procurement, Navy Budget Activity 8).

3. In either case, the BSO must provide appropriate procurement funds to the requesting activity to requisition the spares from the supply system.

(b) Configuration Changes. After establishing an activity's COSAL for shore-based activities, spare parts support for new equipment installations resulting from major configuration changes, or new provisioning for existing equipment, will be funded by the designated spares appropriated accounts, depending on the equipment's MSD.

(c) Allowance Changes

1. Demand-based allowance changes to existing equipment that occur post-MSD will be bought-in by the NWCF and bought out by the designated spares appropriated account.

2. Replenishment of COSAL for shore-based activities will be funded by the NWCF for all NWCF-held inventory and by operations and maintenance, Navy appropriation for all end-use owned inventory.

(d) Range and Depth. The range and depth of the COSAL for shore-based activities will be established to meet the supply performance goals of reference (b).

6. Responsibilities (Initial Establishment of a COSAL for Shore-Based Activities Product for Existing Equipment)

a. BSO

(1) will submit funding deficiencies of COSAL for shore-based activities to the OPNAV resource sponsor.

(2) will budget validated shore-based allowancing requirements for installed equipment, per POM and budget policies and procedures.

(3) will prioritize shore-based allowancing requirements within its purview.

b. OPNAV Resource Sponsor. Will program funds into the POM in the applicable procurement appropriation for shore-based sparing requirements.

7. Responsibilities (New Equipment Installations - COSAL for Shore-Based Activities Product)

a. Hardware Systems Commands

(1) will provide complete spare parts support to a weapon system prior to its MSD, including backordered requisitions at MSD.

(2) will implement procedures for Navy shore activities and Marine Corps air stations to facilitate accurate, timely configuration data in configuration data manager database-open architecture, and Navy enterprise resource planning, to facilitate development of the shore-based retail allowance product.

b. NAVSUP WSS. Will budget, fund, and execute the buy-in of outfitting spares requirements for a COSAL in support of the shore-based activities product, and utilizing the NWCF for equipment installed on or after MSD.

c. BSO. Will fund the subsequent buy-out of outfitting requirements within the COSAL for shore-based activities from the NWCF for equipment installed on or after MSD. This relationship also holds for the follow-on outfitting of spare parts within a COSAL for shore-based activities.

8. Responsibilities (General)

a. Director, Supply, Ordnance and Logistics Operations (OPNAV N41). Will maintain approval authority for any exceptions to the policies issued in this instruction.

b. OPNAV Resource Sponsor. Will program funding during the POM process for initial spares, follow-on outfitting, and replenishment spare parts COSAL requirements for shore-based equipment.

c. Hardware Systems Commands. Will implement procedures for Navy shore activities and Marine Corps air stations to enable accurate and timely configuration data in configuration data manager database-open architecture, and Navy enterprise resource planning with the purpose of developing proper shore-based retail allowances.

d. NAVSUPSYSCOM

(1) will specify shore-based retail allowance product range and depth standards to meet the supply performance goals of reference (b).

(2) will coordinate and prioritize shore-based retail allowance product production workload.

(3) will develop and implement procedures for fund-deferred requisitioning of Navy cognizance COSAL for shore-based activities material.

(4) must fund the replenishment and maintenance of shore-based retail allowance products with the NWCF for accounting activities that maintain authorized shore-based retail allowance products.

e. BSO

(1) for end-use accounting activities, will budget operating funds to replenish stock or to requisition demand-based allowance increases for post-MSD equipment. In addition, budget the outfitting funds for new spare parts requirements resulting from configuration changes or new provisioning to existing equipment.

(2) for NWCF accounting activities, will budget the outfitting funds for new spare parts requirements resulting from configuration changes or the new provisioning to existing equipment.

(3) will prescribe end use accounting procedures to be used by subordinate activities.

(4) will develop procedures implementing these policies.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of

the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

10. Review and Effective Date. Per OPNAVINST 5215.17A, Deputy Chief of Naval Operations for Fleet Readiness and Logistics (CNO N4) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>